

**NAVY PUBLIC WORKS CENTER
MANAGEMENT IDENTIFICATION OF ALL CANDIDATES
VACANCY ANNOUNCEMENT NUMBER 400-04-004**

POSITION TITLE: MECHANICAL ENGINEER TECHNICIAN (VTE), GS-802-11/12, FPL 12

LOCATION: NAVY PUBLIC WORKS CENTER-WASHINGTON DC, CODE 400

OPENS: 09 FEB 2004 **CLOSES** 20 FEB 2004

AREA OF CONSIDERATION: *Current PWC permanent Civilian employees*

Applications must be received by Close of Business 20 FEB 2004. Applications must be submitted to Mrs. Terri Tiller at HRO-Washington, 1014 N. Street SE, Building 200-G. Washington Navy Yard, DC 20374. She may be reached at 202-685-0078 or via email at theresa.tiller@navy.mil

For more information about this announcement or application procedures contact Sonya C. Pollock at 202-685-8135 or via email at Sonya.Pollock@navy.mil

DUTIES OF THIS POSITION:

Serves as elevator inspector/technician in the Facilities Maintenance Engineering Department Code 402 of the Planning and Engineering Directorate of the Navy Public Works Center, Washington, D.C. The Facilities Maintenance and Engineering Department is responsible for preparing project documentation for MILCON, special projects, site approval request, preparation and support of the Basic Facilities Requirements (BFR), control inspections, shore facilities inspection, inspection and certification assistance in meeting health studies, economic analysis, engineering evaluations of existing assets, small purchase and delivery order preparation, and special planning including multi-story office buildings, research facility complexes, scientific and electronic communication, special security facilities, hospital and medical research facilities, and utility support. The incumbent is expected to work equally effectively both independently and as a member of multiple teams. This position provides one-time or continuing tasks in one or more of the following areas:

- Coordinating, inspecting, and certifying vertical transportation equipment located (VTE) in the Naval District Washington (NDW) Region and other non-Regional and/or non-Navy facilities as required.
- Technical preparation of VTE fundable cost estimates, studies, master plans, evaluations, analyses and project documentation.

- Performs or directs the surveys and investigation at the project site to determine condition of the VTE equipment and secure necessary data prior to initiating studies, evaluation and analyses, evaluates the data obtained, and incorporates the salient factors into final products.
- Plans and manages the assigned projects, which may include Preparing correspondence, technical reports, estimates, fact sheets, status reports and schedules

Qualifications required: One year of specialized experience equivalent to the next lower grade for which applying. This experience must demonstrate possession of skills performing engineering technician work specific to the position to be filled.

Time in grade: Applicants must meet the Time-in-Grade requirement, which is one year at the one year at the GS-10 level for the GS-11 or one year at the GS-11 level for the GS-12.

Applicants will be ranked using the following evaluation factors:

1. Experience in and knowledge of the inspection and certification of VTE Equipment including applicable codes and regulations.
2. Knowledge of materials associated with maintenance, repair, and construction and a familiarity with the planning process to produce VTE-related designs, studies, plans evaluations, analysis and project documentation.
3. Knowledge of specification writing practices.
4. Skill to communicate orally.
5. Skill to communicate in writing.

To apply for this position, you can submit a standard government application form, SF-171 or an OF-612, Application for Federal Employment, or a resume that lists your education, experience and training that is qualifying for this position. **TO RECEIVE THE MOST ACCURATE RANKING POSSIBLE, YOU SHOULD EXPLAIN YOUR KNOWLEDGE OF THESE EVALUATION FACTORS ON A SEPARATE SHEET OF PAPER, AND INCLUDE WITH YOUR APPLICATION.** You should also submit a copy of your most recent appraisal and SF-50, Notification Of Personnel Action.

Vacancies may also be viewed on the intranet at <http://www.pwcwash.navy.mil/VacancyAnnouncements/Jobs.htm>

